

Third Quarter 2018

# LIQUOR NEWS

## Honolulu Liquor Commission

City & County of Honolulu • 711 Kapiolani Blvd., Suite 600 • Honolulu, HI 96813

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### In this Issue:

- Important Dates
- Quarterly Stats
- Enforcement
- Registration of Employees
- Liquor License FY2019
- Liquor Laws and Rules
- Gross Liquor Sales Report
- Gross Liquor Sales Workshop
- LCIS/Event Calendar

### IMPORTANT DATES Holidays

Our office will be closed on:

**Friday, August 17, 2018**  
(Statehood Day)

**Monday, September 3, 2018**  
(Labor Day)



### April to June 2018 Quarterly Stats:

|                                       |       |
|---------------------------------------|-------|
| Total active licenses:                | 1,444 |
| Special licenses issued:              | 144   |
| Server Training attendees:            | 1,192 |
| Certificates of Registrations Issued: | 3,275 |
| Premise Inspections:                  | 2,049 |
| Violations:                           | 212   |
| Warnings Issued:                      | 37    |

### Administrator's Message

Franklin "Don" Pacarro, Jr.



On June 7, 2018, Governor David Ige signed Act 25 (SB2945 HD1 CD1) that took effect on July 1, 2018. Act 25 removes the requirement to provide a federal tax clearance by the applicant and licensee for license issuance, transfer and renewal, see §281-45(3) of the Hawaii Revised Statutes. State tax clearances are still required for these transactions, and applicants and licensees must continue to comply with their federal tax obligations.

On another note, as of June 30, 2018, 1,444 licensees have renewed their licenses. For those who did not, they cannot sell liquor until they renew, pick-up and post their license. As we have done in the past, we will work with all of our licensees to assist them in the renewal process. Please feel free to call our office or come in to ask questions you may have regarding this process.

We are filled with excitement and anticipation as we prepare to launch our first installment of our new Liquor Commission Information System (LCIS). Updates to our LCIS program will be available on our website including instructions on how to register for a user account.

*- Don Pacarro, Jr.*

## Enforcement

Licensees are accountable for the actions of their employees on the licensed premises. Honolulu Liquor Commission (HLC) investigators are noticing an increase in violations - employees not complying with Liquor Laws or Rules of the HLC. Licensees and managers are encouraged to revisit the Liquor Laws of Hawaii and Rules below to avoid a potential violation.

- ◇ **§3-82-38.5. Registration of Employees.**  
Licensees shall employ only persons in that section of the licensed premises where liquor is sold, served or consumed who are registered with the Commission prior to the start of employment. For restaurant and class 13(b) caterer licensees, only managers and bartenders are required to be registered prior to the start of employment.
- ◇ **§3-84-78.01. Conduct of Employees. (b)**  
No employee while on duty shall consume liquor.
- ◇ **§3-82-38.4. Employee Records.**  
"All dispenser, cabaret, hotel, club, restaurant, brewpub, condominium hotel, winery, bring-your-own-beverage, and small craft producer pub licensees, including temporary licenses, shall have available on the licensed premises..." This rule also applies to managers but does not apply to entertainers or kitchen staff who do not handle, serve or sell liquor.

## Registration of Employees

Need a liquor card? Employees need to provide the following documents:

- ◆ A valid government issued ID
- ◆ Original Social Security Card (no copies)
- ◆ Managers Authorization Letter (for blue cards)
- ◆ \$10 (processing fee)

Managers and bartenders must successfully complete the agency's server training program. Certificates of registration shall be valid for four (4) years from the completion date of the server training program. For more information contact us by email: [liq-training@honolulu.gov](mailto:liq-training@honolulu.gov)

## Liquor License 2019

Thank you to all licensees who submitted their completed renewal application packets on time. HLC will mail out renewal applications in March of each year, and requests application packets be returned completed by the end of May to ensure licenses are issued timely.



## Liquor Laws and Rules

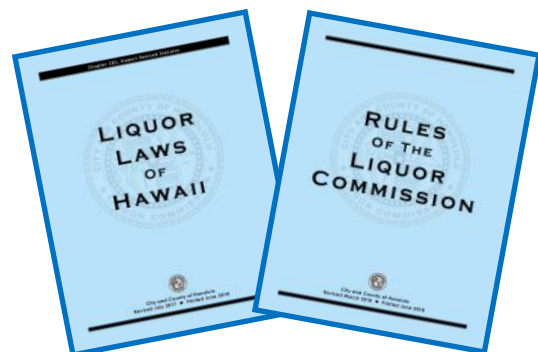
The most current and complete version of the Liquor Laws and Rules must be available on the licensed premises.

Please download, print, and include the insert below to your existing Rule booklet (Revised March 2017, printed April 2017) to ensure you have the most current and complete set of Rules.



### Updated Rules of the Liquor Commission - Insert (Effective 03/24/18)

Current and complete versions of the Laws and Rules are available on our website and for purchase at the Honolulu Liquor Commission. In addition, Rule §3-82-38.1 states: *"Licensees and their employees shall familiarize themselves with the liquor laws and rules of the Commission."*



## Gross Liquor Sales (GLS) Report

### FY18 GLS REPORTS DUE: **TUESDAY, July 31, 2018.**

Your annual GLS report and additional license fee payment, if applicable, for the license year FY2018 (July 1, 2017 to June 30, 2018) is due Tuesday, July 31, 2018. Please visit our website often for updated information on GLS report filing and our **“NEW” LCIS (Liquor Commission Information System)**. FY18 GLS report forms are also posted on our website on the “Forms/Document” page (<http://www.honolulu.gov/liq/formsdocuments.html>).

Your completed GLS report and payment, if applicable, must either be delivered to the HLC no later than **Tuesday, July 31, 2018, at 4:30p.m.**, or postmarked and mailed by **Tuesday, July 31, 2018**.

**REMINDER:** A common audit-related violation is the “failure to maintain adequate books and records” (Rule §3-81-17.56). To avoid a violation, please keep a copy of your completed FY18 GLS report and **all the supporting documents** used to prepare your GLS report for a period of four (4) years, and be able to produce your books and records **within three (3) calendar days of an audit request** (Rule §3-81-17.54(d)).

## Gross Liquor Sales Workshop

Thank you to all the licensees who signed up for our upcoming GLS Workshops on Friday, July 13 and July 20. Enrollment for both Workshops are now closed. However, to accommodate licensees who are still interested in attending, we added a third Workshop on **Thursday, July 26, 2018**. We encourage you to bring your liquor sales documents to the workshop, so our HLC auditors can help you file your GLS report on the spot. We will also cover a new topic: “How to File an On-Line GLS Report” using the “new” LCIS. This will be your last chance to sign up, so please RSVP to reserve your seat!

#### Who:

Licensees required to file FY18  
GLS Report

#### When:

Thursday, July 26, 2018  
9:00 – 11:30 a.m.

#### Where:

HLC – Hearings Room

***RSVP by July 18***

#### Any Questions?

Contact Honolulu Liquor Commission Auditing Team

Akiko Reyes: (808) 768-7360  
Seng Vongphila: (808) 768-7360  
Pandy Lagapa: (808) 768-7350  
Email: [liq-auditing@honolulu.gov](mailto:liq-auditing@honolulu.gov)  
<https://www.honolulu.gov/liq/gls.html>

The poster is titled "GROSS LIQUOR SALES REPORT WORKSHOP" in a pink box. Below the title, it asks "Need help filing your Gross Liquor Sales (GLS) Report?" and features a pink icon of a person with a speech bubble containing "???". The poster lists two sessions: Session 1 (How to file an accurate GLS report) and Session 2 (How to file an on-line GLS report using the "new" LCIS). It specifies the date as "JULY 26 (Thursday) 2018" and the location as "Honolulu Liquor Commission HEARINGS ROOM (9:00-11:30 A.M.)". The RSVP deadline is "JULY 18, 2018". Contact information includes phone numbers (808) 768-7350 and (808) 768-7321, and an email address [liq-auditing@honolulu.gov](mailto:liq-auditing@honolulu.gov). The workshop schedule shows Session 1 from 9:00 - 10:15 A.M. and Session 2 from 10:30 - 11:30 A.M. At the bottom, a pink banner states "GLS REPORTS DUE TUESDAY, JULY 31, 2018".

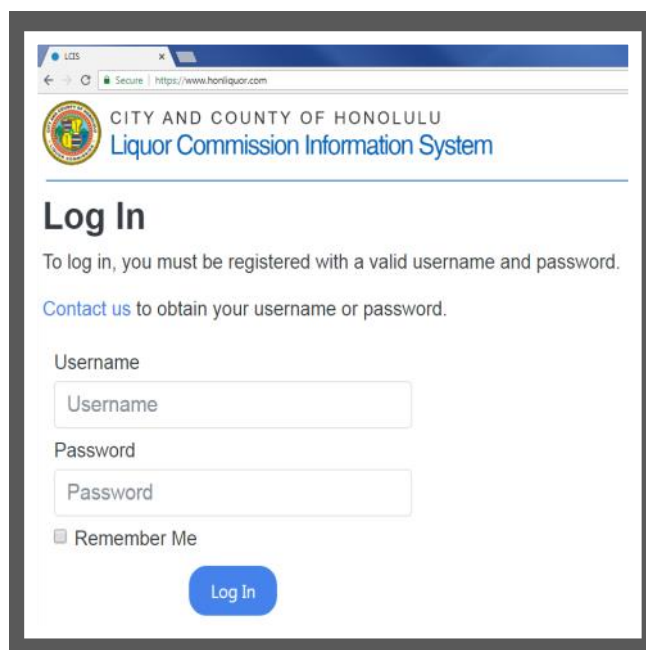
## LCIS / Event Calendar

The Honolulu Liquor Commission is preparing to launch the first deployment of our new LCIS. Users will be able to file their annual GLS report; however, online payment is not available at this time. We will notify you once the online payment module has been thoroughly tested and available to process transactions.

Licensees and Authorized Agents may request for LCIS access by completing the Request for LCIS User Access form:

(<http://www.honolulu.gov/liq/formsdocuments.html>).

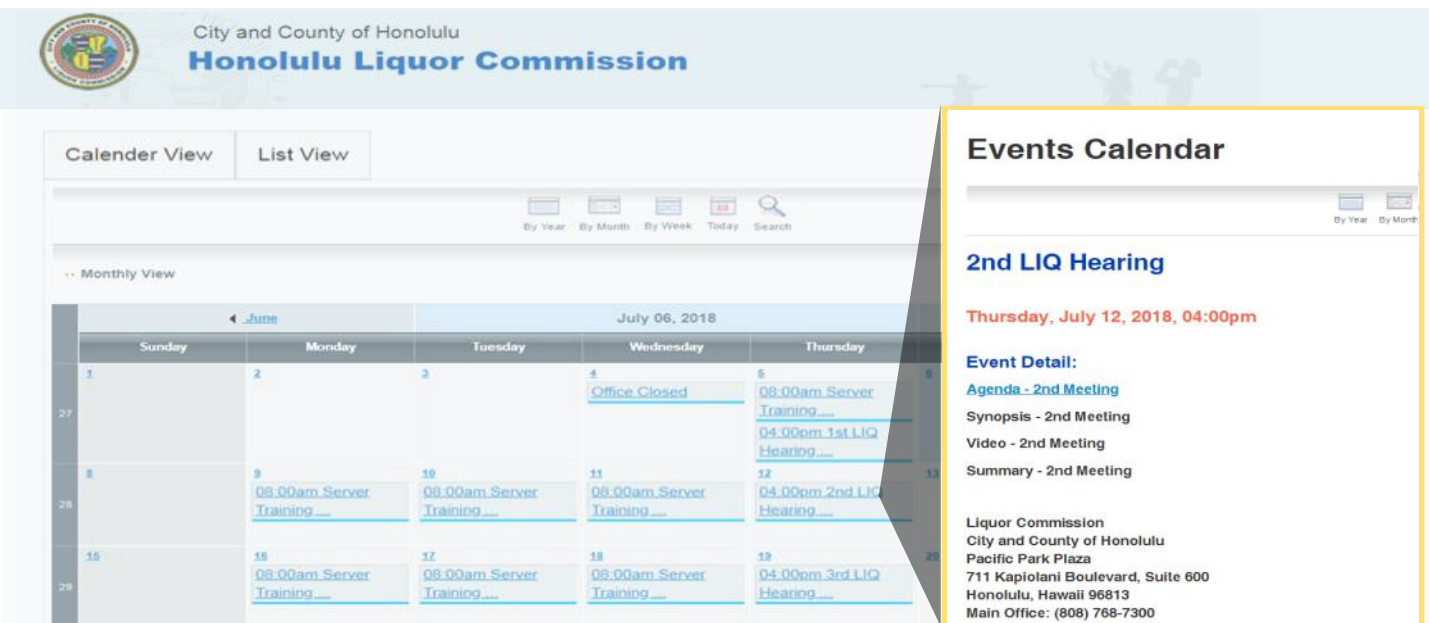
Our LCIS System Administrator will contact you when your account has been activated. For more information about LCIS, please visit our website or contact our LCIS System Administrator ([LCIS@honolulu.gov](mailto:LCIS@honolulu.gov)).



## NEW Website Feature: Event Calendar

The Honolulu Liquor Commission has established an electronic calendar (Event Calendar) on our website for the public to view our official notice of posted meetings. In addition to the meeting notices, we will be posting hearing synopses, digital video recordings of the proceedings, and written summaries. You are able to view our calendar of events (<http://www.honolulu.gov/liq/event-calendar/month.calendar>) by month, week, year, or by list view. To view the documents or video of the hearing, please click on the specific hearing date to select viewable documents. Links will be active (clickable) once the document has been uploaded to the website. If you have any questions regarding our hearings, please contact our hearings section ([liq-hearings@honolulu.gov](mailto:liq-hearings@honolulu.gov)).

To ensure our licensees and the public are informed of any relevant or noteworthy events, the Honolulu Liquor Commission will regularly update and post notices on our Event Calendar. Please be sure to check our Event Calendar frequently. Any questions regarding our event calendar may be directed to our webmaster ([liq-webmaster@honolulu.gov](mailto:liq-webmaster@honolulu.gov)).



City and County of Honolulu  
**Honolulu Liquor Commission**

Calendar View List View

By Year By Month By Week Today Search

Monthly View

July 06, 2018

| Sunday | Monday                         | Tuesday                        | Wednesday                      | Thursday                       |
|--------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 1      | 2                              | 3                              | 4 Office Closed                | 5 08:00am Server Training ...  |
| 27     | 28 08:00am Server Training ... | 29 08:00am Server Training ... | 30 08:00am Server Training ... | 31 04:00pm 1st LIQ Hearing ... |
| 8      | 9 08:00am Server Training ...  | 10 08:00am Server Training ... | 11 08:00am Server Training ... | 12 04:00pm 2nd LIQ Hearing ... |
| 15     | 16 08:00am Server Training ... | 17 08:00am Server Training ... | 18 08:00am Server Training ... | 19 04:00pm 3rd LIQ Hearing ... |
| 22     | 23                             | 24                             | 25                             | 26                             |

**Events Calendar**

2nd LIQ Hearing

Thursday, July 12, 2018, 04:00pm

**Event Detail:**

- Agenda - 2nd Meeting
- Synopsis - 2nd Meeting
- Video - 2nd Meeting
- Summary - 2nd Meeting

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